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4 SEP 64

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Review of Cases of Employees Returned from Overseas Short of Completion of Tour

REFERENCES : (a) Memo from DDCI to DD/S and DD/P dtd 8 Jul 64; Subject: Inspector General's Survey of the Office of Personnel

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(b) Overseas Candidate Review Panel

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 7.

2. In his memorandum of 8 July 1964, referenced above, General Carter referred to Recommendations 6 and 13 of the Inspector General's Survey Report on the Office of Personnel. This office is in general agreement with these recommendations and is proposing herein action for their implementation.

3. In the cases of staff employees and staff agents involved in non-completion of overseas tour due to reasons of misconduct and other adverse reasons, the Overseas Candidate Review Panel authorized by has for the past several years been conducting after-the-fact reviews in selected cases. (The Inspector General's Survey Report failed to recognize that the Overseas Candidate Review Panel does concern itself with staff agent cases and that such cases, along with staff employee cases, would be included within the scope of the Overseas Candidate Review Panel.) Adoption of the Survey Report recommendations referred to in General Carter's memorandum calls for intensification and greater formalization of these activities.

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4. The first thing the Overseas Candidate Review Panel needs to know in order to review such cases is which overseas assignments are not working out well and are likely to result in the employee's return short of completion of tour. Although the Panel is usually aware of such cases through the facilities of the Special Activities Staff of this office, it is possible under existing procedures for a given case to escape the Panel's attention. Any directives should therefore provide that all such cases must be brought to the attention of this office by the other support offices and the operating offices as well. We believe we should be notified and receive copies of any

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correspondence which pertains to early return of an individual or any of his dependents. From that point forward, it is primarily a matter of investigation and of pulling together all relevant information, following which the Panel can then convene and analyze and evaluate the information and, if necessary or appropriate, take steps to acquire additional information or to clarify any matter that requires further clarification. The Panel should have access to all relevant information and, if necessary, should be permitted to call upon Agency officials or persons who might be able to shed additional light on the points at issue.

5. We consider the question of travel liability relevant to Panel reviews of the type involved here, and it is anticipated that the Director of Personnel will normally want the Panel's report on a given case before deciding whether an employee has breached his travel and transportation agreement.

6. The end product for the Panel would be a report on its findings with any recommendations they consider appropriate. Such recommendations would be for the attention of the Director of Personnel and might, of course, result in further recommendations to you.

7. We have attached hereto a memorandum from you to the heads of the support offices directing that they bring cases of the type referred to herein to the attention of this office. Also attached for your signature is a memorandum requesting the other Deputy Directors to cooperate in this same endeavor. A third memorandum advises General Carter of the action you have taken. It is recommended that these three memoranda be signed and dispatched.



Acting Director of Personnel

Attachments (3)

Distribution:

- O&I - Addressee
- 1 - ER
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TRANSMITTAL SLIP		DATE
		6 May 1965
TO: Inspector General		
ROOM NO. 7 D 49	BUILDING HQ	
REMARKS:		
<p>JSE <i>[Signature]</i> 5/8/65 EJA <i>[Signature]</i> (later) <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div> 2510 → Ret to 7D49 / OP Survey A good start, Red white raises some good questions. FROM: DD/S <i>[Signature]</i></p>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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